

# School Check IN – BASIC EDITION

## Import Fields

The screenshot shows the 'Classes' import form. At the top, there are navigation links for 'Main Menu', 'Admin', and 'Lincoln Middle School', along with a 'Back' button. The page title is 'Classes' and the sub-header is 'Classes Fields'. The form contains three main sections: 1. 'Enter a unique Grade, Class or Homeroom Name.' with a single text input field. 2. 'Enter the Teacher Name identified with this Grade, Class or Homeroom.' with two text input fields labeled 'First Name' and 'Last Name'. 3. 'Click the Submit Button' with a red 'Cancel' button and a green 'Submit' button. At the bottom, there is a footer with the date '04/06/2010', the website 'www.SchoolCheckIN.com', and the time '12:28 PM'.

The Import process has changed. School Check IN now uses field mapping. To learn how field mapping works, please watch the Import videos.

<http://www.schoolcheckin.com/VideoGuide.html>.

The following screen shots show the required and optional fields for each import file type.

Photos may also be uploaded for all Students and Adults.

**CLASS Table** (required fields)

- **Class/Grade/HMRM**
- **Teacher First Name**
- **Teacher Last Name**

The Class/Grade/HMRM name must be unique for each Class/Grade/HMRM. If you have two Grade 4 classes, then create, or use a unique name for each. For example, name one class "Grade 4 RM101" and the other "Grade 4 RM102" (do not include the quotes)

**NOTE:** The Class/Grade/HMRM is also referred to as the Class Name in the import process.

**STUDENTS Table** (required fields)

- **First Name**
- **Last Name**
- **Student ID#**
- **Class/Grade/HMRM**

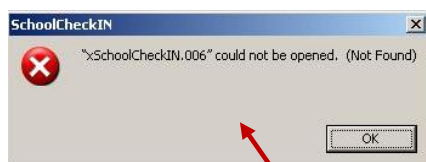
Each student must have a unique student ID# and is required to be assigned to a Class/Grade/HMRM.

The Class/Grade/HMRM Name **MUST BE** exactly the same as the Class/Grade/HMRM assigned when the class was created.

**The Class/Grade/HMRM is the linking field between the CLASS table & the STUDENTS table.**

The Class Code or Name = Class/Grade/HMRM

The screenshot shows the 'Student' import form. At the top, there are navigation links for 'Main Menu', 'Lincoln Middle School', and 'Admin'. The page title is 'Student' and the sub-header is 'Student Fields'. The form contains two main sections: 1. 'Enter all of the following information' with fields for 'First Name', 'Last Name', 'Student ID', 'Class Code or Name' (a dropdown menu), and 'Date Of Birth' (with a format hint 'MM/DD/YYYY'). 2. 'Click the Submit button.' with a red 'Cancel' button and a green 'Submit' button. At the bottom, there is a footer with the date '04/06/2010', the website 'www.SchoolCheckIN.com', and the time '12:13 PM'.



**Import Error**  
If during the Import process, you encounter this error, click OK and continue.

Main Menu Lincoln Middle School Admin

### Select Roles

1. Select all of the roles for this new adult (you can add or delete roles later)

Faculty & Staff  
 Parent/Guardian  
 Volunteer  
 Vendor

2. Click the Next button.

Cancel Next

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#### Adult Roles (required fields)

- Faculty/Staff
- Parent/Guardians
- Volunteers
- Vendors

Adults can have multiple roles at a single school, and/or multiple roles at multiple schools.

Adults do not come with a unique ID#. It is recommended that the Driver License # of each adult be included as part of each adult import and/or manual data entry. Including every adult's driver license # will help you identify any duplicate records that may exist in your School Check IN data. It is very important that there be no duplicate adult records.

#### Required Fields:

##### Faculty/Staff (required fields in red)

- **First Name**
- **Last Name**
- **Employee / Adult ID#**
- **Job Classification**  
Teacher  
Substitute  
Other (or other job classifications that were created)
- Staff that are actual classroom teachers & **MUST** be assigned a job classification of Teacher.
- Staff that are actual classroom substitutes **MUST** be assigned a job classification of Substitute.
- All other staff can be assigned the job classifications, such as, Maintenance, Clerical, Security, but **MUST** be assigned to the Other group.

Note: This strict job classification requirement for Teachers and Substitutes is required for other aspects of School Check IN to work properly, like printing the teacher's name on a late pass, etc....

##### Parents/Guardians (required fields)

- **Student ID#** (required to link with correct students)
- **Parent/Guardian First Name**
- **Parent/Guardian Last Name**
- **Relationship** (Father, Mother, Uncle, etc...)

Note: Parent/Guardians can be linked to multiple students at the same school, or to multiple students at different schools.

Main Menu Lincoln Middle School Admin

### Faculty & Staff

\* Required

1. Enter all of the following information

Faculty/Staff Fields

First Name \* Last Name \*

Employee ID # \* (Enter as "123456789" No Slashes and/or dashes)

Street

City State Zip Cell Phone

Drivers License #

Select Job Classification \* Substitute Date of Birth MM/DD/YYYY

2. Click the Submit button.

Cancel Add Another Faculty & Staff Done

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Main Menu Lincoln Middle School Admin

### Parents & Guardians

\* Required

1. Enter all of the following information

Parents/Guardians Fields

First Name \* Last Name \* Parent/Guardian ID

Street

City State Zip

Home Phone Work Phone Cell Phone 999-999-9999

Email Drivers License #

2. Click the Submit button.

Cancel Done

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Main Menu Lincoln Middle School Admin

**\* Required**

## Volunteer

Volunteer Fields

1. Enter all of the following information

First Name \* Last Name \* Type \* Print Badge

Family ID  **Family ID's**  
 1. Create a unique Family ID for each family.  
 2. Assign the same Family ID to each member of that family

Street  City  State  Zip

Email  Volunteer ID

Home Phone  Work Phone  Cell Phone  999-999-9999

Access Expiration Date  MM/DD/YYYY Verification Date  MM/DD/YYYY

Drivers License #

2. Click the Submit button.

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### Volunteers (required fields in red)

- **Role = Volunteer**
  - **First Name**
  - **Last Name**
  - **Volunteer Type**
- Allowed Volunteer Types are:  
 Volunteer  
 PTA  
 PTSA  
 PTO  
 HM & SCH

Note: Volunteer field options include an Expiration Date that can be used to deny access to a volunteer when a new background check is required.

Individual printing of a Volunteer ID Badges is also available.

Main Menu Lincoln Middle School Admin

**\* Required**

## Vendor

Vendor Fields

1. Enter all of the following information

First Name \* Last Name \*

Company Name \*

Password \* Access Expiration Date \*  MM/DD/YYYY

Street \*

City \* State \* Zip \*

Phone (with area code) \* Cell Phone (with area code) Drivers License

2. Click the Submit button.

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### Vendors (required fields in red)

- **Role = Vendor**
- **First Name**
- **Last Name**
- **Company Name**
- **Password**
- **Access Expiration Date**
- **Street**
- **City**
- **State**
- **Zip**
- **Phone**

An Expiration Date that can be used to deny access to a vendor when a new background check is required.

Individual printing of a Vendor ID Badges is also available.

Each vendor employee will be assigned a unique password to be used when checking in/out.

## Excel TRICKS

Excel file formats are slightly different in each release of Excel (95, 97, 2000 & 2003, 2007 and 2010). Generally, School Check IN can import each of these formats. Excel exports created by your student information system may add "hidden" data. This "hidden" data will impair the import process. If an Excel import fails, try the following:

1. Place cursor (I-bar) in cell A1.
2. Press & hold the shift key. While keeping the shift key depressed and using the right arrow key, select the remaining data cells moving across the row until all data in row 1 is selected (highlighted).
3. Keep the shift key pressed and using the down arrow key, select the remaining data cells moving down until all data is selected (highlighted).
4. Once all data is selected (highlighted), release the shift key.
5. Click the copy command.
6. Open a new worksheet.
7. Place the cursor (I-bar) in cell A1 of the new worksheet and paste the selected data cells into the new worksheet.
8. Save new worksheet.
9. Close Excel.
10. Try importing the new worksheet.

The attempt here is to copy **ONLY** the data and not the worksheet into a new worksheet. Trying to select the data by clicking outside the row or column will not work. This procedure will select the entire row or column, including any "hidden" data

**Saving Excel as a "csv" file.** A "csv" is also referred to as a CDL (comma delimited file or a text file). When saving an Excel file as a csv file, Excel appears to save the file as a csv file, but the save process isn't finished until the file is closed. Click the "X" box and Excel will prompt you that the file **"is not an Excel format. Do you wish to save your changes?"** The syntax in this Excel message is tricky. Clicking **YES** will save the file in the Excel format, **not csv format**. One must click **NO** to complete the save as a csv format.

Also, Excel has a habit of stripping the leading zeros out of ID#s. It may look fine in Excel as "000123456", but when imported, only "123456" is imported. Excel has removed the leading zeros.

Excel 2000 & 2003 save Excel files with an "xls" file extension.  
Excel 2007 & 2010 save Excel files with an "xlsx" file extension.

Excel 200 & 2003 cannot read "xlsx" Excel files. To open xlsx Excel files you must obtain a free Excel plugin from Microsoft <http://office.microsoft.com/en-us/excel-help/open-an-office-excel-2007-workbook-in-an-earlier-version-of-excel-HA010014107.aspx>.